

STATE OF MARYLAND CDBG PROGRAM

**SFY 2024
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



**Wes Moore, Governor
Aruna Miller, Lt. Governor**

*Jacob R. Day, Secretary
Owen McEvoy, Deputy Secretary*

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<p align="center">MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION SFY 2024</p>	
1. Name of Jurisdiction: Calvert County, Maryland	2. County (Municipal applicants only):
3. Address: 175 Main Street, Prince Frederick, MD 20678	4. Name of Subrecipient or Business, if applicable, and their Unique Entity Number: On Our Own of Calvert County NMRBD6RWDS71 LifeStyles of Maryland, Inc RLEAK81FEJB7
5. FID Number: 52-6002810 Unique Entity Number: QNK7EMTDENN4	6. Name, phone number and email of jurisdiction's contact person for this application: Mrs. Jennifer Moreland Phone: 410-535-1600 x 8801 Email: Jennifer.Moreland@CalvertCountyMd.Gov Fax: 410-535-5467
<p>7. Project title, brief description & location (Full street address(es) and zip code of Project is required):</p> <p>Project Title: 85 Main Street Emergency Shelter and Homeless Day Program</p> <p>Description: Phase II engineering and renovation of 6,000 square foot residential/commercial property for two uses: Lower Floor (3,096 square feet) for Homeless and Homeless Prevention Day Program and Upper Floor (3,096 square feet) for Emergency Shelter.</p> <p>Location: 85 Main Street, Prince Frederick, MD 20678</p>	
<p>8. Project type:</p> <p><input type="checkbox"/> Housing <input checked="" type="checkbox"/> Public Facilities</p> <p><input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development</p> <p><input type="checkbox"/> Other <input type="checkbox"/> Public Services</p>	<p>9. National objective(s):</p> <p><input checked="" type="checkbox"/> Low and moderate income benefit</p> <p><input type="checkbox"/> Elimination of slum/blight</p>
<p>10. CDBG request: \$ 605,000</p> <p>**Prior request of \$800,000 awarded in FY23</p> <p>Local funds \$ <u>TBD</u></p> <p>Other funds \$ <u>TBD</u></p> <p>Total costs \$ <u>TBD</u></p>	<p>11. U.S. Congressional District No. <u>5</u></p> <p>State District No. 7C</p> <p>(List State legislators for entire district):</p> <p>Sen. Michael A. Jackson, 27</p> <p>Sen. John D. Bailey, 29</p> <p>Del. Jeffrie E. Long, 27B</p> <p>Del. Todd B. Morgan, 29C</p> <p>Del. Mark N. Fisher, 27C</p>
<p>12. Date Public Hearing held: 5/23/23</p> <p>(Attach minutes and hearing notice to application)</p>	<p>13. Required Resolution attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>14. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: June 9, 2020</p> <p>If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: June 9, 2020</p> <p>If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>16. If applicable, did you complete Debarment Check on application subrecipient, developer or business?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>17. Digital Photos and Drive included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (each must be labeled)</p>	<p>18. Date: TBD</p>

PART A

PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

The Board of Calvert County Commissioners requests \$605,000 in Community Development Block Grant (CDBG) funding to expand homelessness services in Calvert County, Maryland. This is for Phase 2 work related to our FY23 request. The goals of these projects are to acquire and renovate 85 Main Street, Prince Frederick, Maryland, to open a new homelessness, homelessness prevention and mental-health services day-program facility in partnership with LifeStyles of Maryland, Inc. (LifeStyles) and On Our Own of Calvert County, Inc. (On Our Own).

LifeStyles is a 501(c)(3) founded in 2013 that is committed to ending homelessness in Southern Maryland. LifeStyles is a community-based organization that provides a range of supportive services and programs, including emergency housing, transitional housing, and permanent housing for residents of Southern Maryland. LifeStyles' Homeless Service Division connects homeless individuals and their families to available resources within the organization and the community. These services are provided at no cost to residents. Additionally, LifeStyles oversees the Safe Nights inclement weather shelters by partnering with local churches that provide shelter to homeless persons within Calvert County during cold weather months. LifeStyles provides the churches with cots, hot meals, and overnight staffing to provide oversight to individuals participating in the program. LifeStyles committed staff work diligently to secure more permanent housing options for individuals participating in Safe Nights.

On Our Own, founded in 1994, exists for people seeking mental health and substance abuse services in Calvert County. On Our Own is a peer support organization that assists members with information and referral services to community agencies and programs. On Our Own is a 501(c)(3) non-profit organization. There is no charge for services. On Our Own is operated by and for people needing mental health services, homeless services, and/or addiction support. The program offers social support, advocacy, training, family outreach, and empowerment in the area of rights, responsibilities, and self-image.

FY23 CDBG funds for Phase 1 work was used to acquire the property. The property has been successfully acquired. Remaining Phase 1 funds (\$174,750.00) will be used to partially fund renovation activities—particularly the sprinkler system. Before renovation activities can occur, engineering and design work is required. Phase 2 funds will be used to complete the engineering and design work as well as renovation requirements needed to open the facility. Renovation work will first prioritize the lower level of the facility, moving to the main level after day programs on the lower level are able to operate. Staff are ready to move forward with the renovation activities, however, we cannot proceed without the critical engineering and design work. CDBG funds allocated towards those design activities will ensure the project moves forward on schedule.

Calvert County Government will lease the space for \$1/year to On Our Own and LifeStyles of Maryland, with the understanding that the agencies will implement programming and services on-site. We are in the process of completing a Memorandum of Understanding (MOU) between all three parties. Other service agencies supporting the homeless or at-risk of homeless population may also request to use the space, and requests would be reviewed by Calvert County Government.

Funds will be used to complete the renovations to ensure ADA and updated building code compliance and make the property usable for the intended purposes. Throughout the renovation process, energy efficiency upgrades will be made. Energy efficient appliances will be purchases, as well as lighting, HVAC improvements, and structural improvements (windows, roofing, etc.) Currently, the estimate does include Davis-Bacon rates. Phase 1 and Phase 2 funds will be used concurrently after design and engineering work is completed. The remaining \$174,750 in FY23 CDBG funds will be used for:

- Main Level Renovation: \$156,932.46
- Sprinkler System (Partial): \$17,817.54

FY24 CDBG funds (\$605,000 request) are proposed to be used for:

- Engineering: \$116,386.49
 - o Main Level: \$31,386.49
 - o Lower-Level: \$85,000
- Lower-Level Renovation: \$425,000
- Sprinklers: \$2,935.46
 - o **Note total sprinkler cost is \$20,750 and it will be split between FY23 and FY24 funds
- Contingency on Construction – 10% standard contingency on construction. With this project spanning 2 years, as well as rising costs for goods and services, a contingency is requested. This is resulting from lessons learned with MD-20-CD-21 where delays occurred due to insufficient contingency and the rising costs of goods and services.

The 85 Main Street site is the ideal location for On Our Own's homeless and mental health day program and an emergency inclement weather shelter. Currently, LifeStyles and On Our Own operate out of the Calvert County Industrial Park, a location that is not easily accessible by public transportation, or by foot, and is not in proximity to other services. Private transportation is often used by clients, or provided by LifeStyles and/or On Our Own directly, to deliver services, as the current location is not on the public transportation route. The 85 Main Street location is in the heart of Prince Frederick and within walking distance to public transportation routes, the Department of Social Services, JobSource, Project ECHO (the county's homeless shelter), Avenues Treatment Facility, Behavioral Health Peer Support, the Crisis House, the Maryland Vehicle Administration, Parole & Probation, Safe Harbor (the county's domestic violence shelter), the Health Department, and the Housing Authority of Calvert County (Addendum 7). Relocating On Our Own's physical location will eliminate existing physical distance obstacles to accessing homelessness services. The Super 8 Hotel, where many homeless individuals seek nightly refuge, is located next door to 85 Main Street. Behind the property is a tent encampment that has been occupied for a while. Residents of this encampment frequent Super 8 and other local business. On Our Own

already conducts street outreach to encampment residents. The hope is that having services located near places frequented by persons experiencing homelessness will make those services more accessible and more likely to be utilized by those who need them most. (See Addendums 6-10 for maps and photos.)

The proposed facility at 85 Main Street would offer two types of programming 1) emergency shelter during inclement weather and public emergency events, and 2) day programming for persons experiencing homelessness and those with chronic mental health issues at risk of homelessness.

Program 1: Emergency Shelter

The top floor of the facility will provide shelter space for at least 10 individuals during inclement weather events. This shelter space will not run 365 days a year but will open on an as-needed basis with bunks for approximately 4 - 6 women and 10 - 12 men. Based on the needs of the community, more beds for single men are planned, as that reflects the population of those in encampments. Part of the space will allow a bed/shelter space for those with physical disabilities. Donations of 8 barely used bunks, 11 mattresses, 13 lockers, and 3 institutional pillows have been arranged by the Detention Center (Addendum 54). With this program, the additional bunks will meet the unmet need of the community of secure inclement weather shelter during seasons of peak-demand for physical shelter. The physical shelter's renovations and establishment will follow the day-service program's renovation below.

Program 2: Day-Services for the Homeless and those with Chronic Mental Health Conditions

The lower level of the facility will house day-service programs for the homeless and those with severe mental health conditions. This will be the primary, and most important, use of the facility. On Our Own currently hosts a variety of day support programs for those who are homeless, at risk of homelessness, and experience chronic mental health conditions. While not all those who are experiencing mental health conditions are homeless, the nature of severe and chronic mental health conditions oftentimes results in a high risk of homelessness. Wraparound services for the homeless include mental health services, and wraparound services for those with chronic mental health conditions include homelessness prevention programming for this reason. LifeStyles currently provides homeless case management, prevention, and navigation services for Calvert County residents. The additional space in a central location will enable On Our Own and LifeStyles to expand their services and increase their outreach to the community

Phase 1 of the project is acquiring 85 Main Street and basic renovations. Phase 1 is mostly complete, with \$174,7500 remaining for renovation work. Phase 2 will include design/engineering and renovating the lower and main level to allow for day programming and emergency shelter space. The lower-level space will be prioritized to prevent interruptions in day-programming. Phase 2 is expected to be more labor-intensive and take longer. However, due to the importance of the day programming, that space is the priority for the project after acquisition. Once design work is completed, it is conservatively estimated that the lower-level construction (including exterior improvements) will be completed by February 2025 and the main level will be complete by June 2025. External factors such as supply-chain issues and weather could cause unpredictable delays to construction. Construction is estimated to be fully complete before the end date of the grant period.

All renovations will be made according to current building and ADA standards.

DRAFT

PART B

PROJECT NEED/IMPACT: Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

The continued renovation of 85 Main Street with CDBG funds would meet two unmet needs of the community, 1) increased emergency shelter beds, 2) increased services and day programming for persons who are at-risk of homelessness, experiencing homelessness, and/or experiencing chronic mental health conditions. The Department of Community Resources oversees Calvert County's Freezing Weather Plan, an annual planning process coordinated with Department of Public Safety and the Calvert County Sheriff's Office to ensure the safety of citizens during extreme winter weather. There is a documented need for an emergency weather shelter, due to an inadequate number of beds in our local shelters and Safe Nights freezing weather program.

Calvert County 3-Year Service Numbers of Homeless

2018	373
2019	451
2020	440

*2021 and 2022 data pending

These numbers found in the County's Annual Survey of Services to Homeless Persons (Addendums 19-21) also include the growing number of senior homeless. The county's existing "Project ECHO" Shelter, built-in 2010, has exceeded available capacity and has limits on serving the chronic homeless with serious mental health challenges. Instead, these individuals live in encampments and cars around Prince Frederick, presenting a health and public safety concerns and frustrating small business owners.

Expanded homelessness and mental health services are needed in Calvert County. The COVID-19 pandemic resulted in new and urgent unmet needs for the community as volunteer services decreased and demand for services increased. Prior to COVID, Project ECHO was able to regularly serve 100+ individuals with emergency shelter on an annual basis (See Addendum 19). During and after COVID, the at number is closer to 50 (See Addendums 20 and 21). Causes of the decreased capacity at current shelters include the lack of available housing to move clients to, quarantine procedures, COVID precautions, and more. Similar capacity issues occurred during the winter 2019-2020 and 2020-2021 and 2021-2022 Safe Nights hypothermia shelter season. Due to COVID, the church-run volunteer hypothermia shelter had shorter seasons and decreased beds to reduce exposure to COVID. This past year, Safe Nights was only able to shelter 10 adults, when previously they were able to serve 25-30 adults nightly throughout the entire cold-weather season. For this reason, Safe Nights is in full support of this program (Addendum 60). The reduced capacity of Safe Nights resulted in the Department of Community Resources using CDBG CV-1-2 and CV-2-5 funds to quarantine and hotel 128 persons experiencing homelessness totaling 600 nights due to a lack of available shelter beds due to COVID. As a result of this funding, a need was identified, but CV-1-2 and CV-2-5 funds will not continue indefinitely. Clients were

unable to see shelter at Project ECHO due to challenges such as quarantine, COVID outbreaks, exceeding the allowable stay in a calendar year, and severe mental-health challenges that make a traditional homeless shelter environment less than ideal. 85 Main Street will provide a more permanent solution to the need for non-hotel emergency shelter beds for the chronically homeless.

Calvert County Health Department has a Mobile Crisis team. This team oftentimes responds to persons experiencing homelessness in crisis. They have been dispatched the following number of times:

Mobile Crisis Team Stats

	Dispatched to	Calls from
Library	8	1
Project Echo	1	1
Homeless Encampment	0	1
Safe Nights	0	1

Additionally, the Calvert County Sheriff's Office will respond to persons experiencing homelessness in crisis. They have been dispatched the following number of times, and the number of those calls resulting in Emergency Petitions (EP's) is in the far-right column:

Calvert County Sheriff's Office Stats

Safe Nights 2022-2023 Locations:	Dispatched Calls	EP's
Trinity United Methodist Church (December 11 – 18, 2022)	0	0
St John Vianney Church (December 18 – 23, 2022)	0	0
Dunkirk Baptist Church (December 23, 2022 – January 1, 2023)	2	0
All Saints Episcopal Church (January 1 – 8, 2023)	0	0
St Paul's Episcopal Church (January 8 – 15, 2023)	0	0
Calvert Grace (January 15 – 22, 2023)	1	0
Emmanuel Church (January 22 – 29, 2023)	1	0
Life Church (January 29 – February 5, 2023)	0	0
Huntingtown United Methodist Church (February 5 – 12, 2023)	1	0
St. Paul United Methodist (February 12 – 19, 2023)	0	0
Bethel Way of the Cross Church (February 19 – 26, 2023)	0	0
Libraries (July 1, 2022-March 31, 2023)		
Southern branch	14	0
Prince Frederick	32	1
Twin Beaches	3	0
Fairview	3	0

* Handled by MSP, 10/14/22

On Our Own will have the capacity to serve as the County's inclement weather shelter as needed, not only during the cold-weather season, but also during inclement weather events such as tornadoes, hurricanes, and other storms. This has been a growing gap in the community. When inclement weather events occur, shelters for the homeless are lobbies of community buildings, which are not easily accessible by the homeless, and are outside of their normal routine. Persons experiencing homelessness are reluctant to use some of the pop-up emergency shelter locations, such as the Detention Center and Sheriff's Office lobbies, as individuals are hesitant to interact with law enforcement. This results in walk-ins at local shelters, but often there are not adequate resources and space to accommodate the demand of the walk-ins. During the day, the homeless frequent local community centers and libraries. Library staff have observed the increased demand for homelessness assistance, with patrons dropping in daily with bags of personal items and tents in tow. The library, while a safe space during the day, does not have adequate resources to effectively provide homeless case management for these clients. The Prince Frederick library is the most frequented facility by the homeless due to its location. Calvert Library is in support of this request (Addendum 56). The facility at 85 Main Street would be a great location to divert persons experiencing homelessness away from using the library as a "hangout" and towards the daily supportive services at On Our Own.

On-site emergency shelter when the demand arises, would improve homelessness services by offering services where the homeless already congregate and providing a faster emergency response. The intended population for this project is not those who typically seek and receive homelessness services in Calvert County. Young families, those fleeing domestic violence, and the first time homeless are often able to be served by local programs and diverted to housing solutions through the Continuum of Care and Coordinated Entry. Previously incarcerated men, with chronic substance abuse and behavioral-health conditions who have been living in encampments for years are much more difficult to serve. This program seeks to aid those challenging cases that are often not suitable for volunteer-run services as more intense case management and coaching is needed. Generally, these individuals prefer to live in encampments due to the inability to follow the rules at traditional shelters. This living arrangement leaves them vulnerable to violence, injury, and the elements during inclement weather. On Our Own has success with this reluctant population because of the hard work of their staff to build relationships and trust.

CV-1-2 and CV-2-5 funds allowed Calvert County to implement the very successful Homeless Case Management Program. The first cycle of this program served 202 individuals, and to date the second cycle has served 191 persons experiencing homelessness in Calvert County and provided urgent services and referrals to address the unique needs of this population. The Homeless Case Manager holds office hours at

On Our Own and works in partnership with On Our Own to conduct street outreach and hands-on work with the homeless. LifeStyles of Maryland, Inc. implements the Homeless Case Manager program in Calvert County. LifeStyles of Maryland, Inc. has committed their partnership to this program (Addendum 57). LifeStyles of Maryland, Inc. currently leases space at On Our Own; with the new facility their former rent amount would go towards utility costs. LifeStyles has committed to participate in this program, and provide data as required by CDBG to show the impact of programming on the community through serving those experiencing and at-risk of homelessness. This continued partnership strengthens the outcomes and impact of On Our Own. Currently, LifeStyles receives homelessness funds through DHCD and HUD. LifeStyles has been coaching On Our Own on navigating the homelessness funding arena, and has supported them in the past. This partnership will enable On Our Own to effectively and successfully receive homelessness funds through the Balance of State and other standard funding sources. The successes of the Homeless Case Management program, through increased case management and street outreach, has exposed the increased need for homelessness services and programming. On Our Own is positioned to meet that need at this new centrally located space.

On Our Own currently leases their space in the Industrial Park, and their landlord has informed them that the lease is unlikely to renew in 2024. This acquisition will ensure On Our Own has a secure facility and services do not stop because of loss of rental space. Previously, On Our Own has experienced challenges operating in leased space, as private landlords are not often sympathetic to the chronically mentally ill and persons experiencing homelessness. This stigma results in On Our Own often needing to relocate because of the challenges inherent in serving homeless clientele. The 85 Main Street location is more favorable to this clientele. Since On Our Own would lease the new space for \$1/year, the funds that would normally be spent on rent will be repurposed to operational and maintenance costs. Calvert County Government's Department of General Services has committed to assist with routine and large maintenance activities, insurance and taxes as in-kind support.

While the pandemic decreased the capacity of some programs, during this time of decreased capacity and increased need, On Our Own increased the services offered. More clients came to On Our Own for services such as housing/employment assistance, physical shelter, a hot meal, and basic needs such as laundry and showers. In FY22 - FY23, On Our Own provided the following services to adults aged 19-71:

- Wellness and Recovery Community Programming Services – 117
- Recovery Community Center – 49
- Mental Health Programming Services– 84
- Employment Assistance – 15
- Chronically or Newly Homeless Services – 46
- Support Groups – 37
- Clinical Care Treatment Enrollment – 7
- Social Activities – 63
- Housing Assistance – 10

As demonstrated above, while capacity decreased throughout the community, On Our Own provided services with over 400 visits. With this program, On Our Own estimates they can serve 100 households annually. The services offered by On Our Own not only include physical shelter when needed, but also vital daily services. These services will be hosted in the lower level of 85 Main Street:

- Connection to the Homeless Case Manager and Lifestyles of Maryland
- Referral to the Department of Social Services and Coordinated Entry
- Transportation
- Mental Health Programming
- Recovery Programing
- Employment Assistance
- Group Activities/Skills
- Laundry
- Shower
- Hot Meal

These day services have a tremendous community impact, as demonstrated by the letters of support for this project (See Addendums 4, 50-62; 66-69). Daily programming provides the most vulnerable with a nutritious daily hot meal, shower and laundry facilities, and counseling and treatment programs. Persons experiencing homelessness often experience housing insecurity for a variety of reasons. The client profile included in this application shows the direct impact that On Our Own's day programming has on the community (See Addendums 48, 49 and 69). While housing is an urgent need, services to empower citizens to secure and retain housing while addressing the root causes of homelessness are vital to successful outcomes. For some clients, the challenge to find, secure, and retain housing is a bigger challenge than for others. Severe mental health, physical health, cognitive, and behavioral challenges can create tremendous obstacles. Homelessness, while a crisis on its own, can be a symptom of other physical, emotional and financial challenges. It is with these clients that On Our Own is uniquely successful, because On Our Own attempts to address the root causes of the crisis while simultaneously addressing housing concerns.

Even though common reasons given for homelessness are alcohol and drugs, mental health conditions, and self-eviction, these clients can be the most difficult to serve and positive outcomes are not guaranteed (See Addendums 19-21). As stated above, most individuals who are both chronically homeless and have severe behavioral health conditions are difficult to serve with traditional homelessness programs. On Our Own is unique in their approach, as clients cannot "burn bridges." If a client is unable to behave appropriately one day, they are welcome back the next day with open arms. For clients with substance abuse challenges, this approach is vital; especially as relapse is a recognized possibility during recovery. Clients who have a bad day are not prevented from returning to services once they are in the mindset to continue. This approach has resulted in high-impact outcomes, such as fewer persons experiencing chronic homelessness or repeat incarceration. During our last cold weather season,

the Calvert County Detention Center recognized a decrease in the incarceration of persons experiencing homelessness because of the efforts of On Our Own. Clients were stable and receiving the programming they needed to be successful. On Our Own has been able to successfully work with re-entry clients from the Detention Center to prevent repeat incarceration. While not all clients with behavioral health conditions are homeless, and not all clients who are homeless have behavioral health conditions, these experiences often overlap. Day programs act as a prevention strategy, to address the behavioral health conditions that can cause housing challenges, and to help ensure that housing issues do not exacerbate behavioral health conditions. Calvert County Health Department, and local behavioral health agencies support this project for that reason (Addendums 53 and 58).

Homelessness does not start when someone becomes unhoused, there are pre-existing circumstances that unfortunately results in an individual/household becoming homeless. Sometimes, this is due to mental health and substance use (as mentioned above) and made worse by economic hardship and pressures. Supportive services help not only those experiencing homelessness, but also those at risk of homelessness and in need of support. Some of those clients fall into the ALICE population.

ALICE is an acronym for Asset Limited, Income Constrained, Employed Households. ALICE households earn above the federal poverty income guidelines but are met with many challenges because their earnings still do not meet the basic cost of living across the country. According to the 2021 ALICE study, of the 32,751 households in Calvert County, MD, 23% are considered ALICE households and 5% are considered below the Federal Poverty Level. Subsequently, 28% of Calvert County's households are considered below the ALICE Threshold. This study suggests that these households are led by working individuals whose income is too high for them to qualify for traditional forms of assistance. However, these households still struggle to afford basic necessities including housing, food, healthcare, and transportation. Since housing is considered the highest expense in ALICE households, they are often faced with difficult challenges such as prioritizing paying for their basic necessities or making choices between paying for rent as opposed to paying for food expenses.

ALICE households were financially vulnerable to a financial crisis prior to the COVID-19 pandemic and their conditions have since exasperated further. Many ALICE households are one financial emergency away from experiencing housing insecurity and/or homelessness subsequently placing them at risk for homelessness. Housing is considered the largest expense for ALICE households. The 2021 ALICE study revealed that the average cost of living for housing (rent only) for a family of four (two adults and two children) in Calvert County is \$1,852. A significant number of working individuals in ALICE households in Calvert County are primarily made up of either part-time workers or workers paid hourly wages. These workers are more likely than full-time and salaried workers to experience fluctuations in their earnings placing them at greater risk of income insecurity and subsequently at risk for housing insecurity.

These workers are also not likely to receive assistance and benefits as a result of their income being above the Federal Poverty Income.

Calvert County 2021 ALICE findings provide insight into the ongoing challenges faced by households that are working but still struggling to afford basic needs, particularly for some of the most historically disadvantaged groups. While there are ALICE households across demographic and ethnic and ethnic groups, the results of the study reveal consistent disparities and a widening income gap among households of color throughout the state of Maryland. This is consistent for Calvert County, MD ALICE households as well. For example, when comparing data for race and ethnicity, 49% of Black and 44% of Hispanic households were below the ALICE Threshold in Maryland in 2021, compared to 32% of White households. In Calvert County, 28% of households were at or below the ALICE Threshold, with 49% of Black households and 17% Hispanic households compared to 25% of White households in 2021. It is important to note that the 2022 US Census data indicates that the demographic makeup for these demographic groups in Calvert County, MD is 13.7% Black or African American, 4.8% Hispanic or Latino, and 80.2% White alone.

Other significant findings from the 2021 ALICE study reveal other demographic disparities in ALICE households, including 49% of Calvert County seniors 65 and older who are below the ALICE threshold. Additionally, a significant number of single-parent households with children are also below the ALICE threshold. 44% of Single-Male-led households with children and 66% of Single-Female-led households with children in the county are below the ALICE threshold. The data suggest that some of our most vulnerable groups, seniors and families with children are experiencing financial insecurity and struggling to consistently afford basic necessities including housing and are at risk for homelessness.

ALICE research offers insight into the complex and interconnected factors that contribute to homelessness, which include financial insecurity, housing affordability, and systemic inequities. It is of critical importance that preventative strategies and programming are put into place that addresses the growing need for preventing and addressing homelessness among ALICE households and other at-risk populations. The stretched capacity of Calvert County's current shelter options for residents coupled with the impending risk of an increased homeless population, particularly of families and seniors, indicates the need for additional programming that specifically addresses the needs of those homeless individuals with chronic mental illness who may need targeted services to address their unique needs.

PART B WORKSHEET

NOTE: First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.

1. As CDBG funds are “Gap” financing, did you pursue *appropriate* other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?

Calvert County Government has successfully acquired 85 Main Street and is ready to proceed with renovation activities. However, the design and engineering work required has caused a delay to initial schedule estimates. If awarded, CDBG funds would allow us to quickly begin engineering/design work and proceed with the project.

Programming activities will be funded without CDBG funds. LifeStyles and On Our Own have a proven ability to fundraise and apply for grant opportunities. Once the new site is secured, agencies will be able to apply for, and leverage, other funding opportunities such as Balance of State/Continuum of Care funding, local homelessness-services grants and continued United Way EFSP grants.

Day-to-day operations of the program have been funded by On Our Own through funding opportunities. Recently, On Our Own was awarded \$15,000 in EFSP ARPA funds for shelter, food, and supplies. On Our Own was awarded \$15,000 in ARPA funds from Calvert County Government to cover budget loss and increased expenses due to the pandemic. All funds have been expended. (Addendum 23-6; 56) LifeStyles funds case management and street outreach services through their programming. LifeStyles funds come from private donors, Balance of State/HUD funds, EFSP, and CV-CDBG projects.

Calvert County Government has provided in-kind support for this project – donating staff time, labor, and administrative support for the project. Calvert County Buildings and Grounds staff will complete routine maintenance on the property to provide support and reduce expenses for On Our Own. Supplies for the shelter and program have been donated consistently – 11 mattresses, 8 bunk bed units, 16 lockers and 3 institutional pillows (Addendum 54).

Requests for additional funding are pending. However, funding for day-to-day operational support has been acquired and will continue to be secured each year. With the new facility, increased funding is available, as additional clients will be served.

2. Please provide copies of award and rejection letters. See Addendums ____

3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? No

If yes, what is the estimated monthly cost? N/A

Is the cost per person or households? N/A

If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? N/A

If yes, what is the % increase? N/A

Discuss how new or increased costs were determined:

N/A there is no cost to beneficiaries.

Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries:

N/A

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PART C

COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

On April 19, 2023, Jacquelyn Culver presented information about the intended application for FY24 CDBG funds at the Calvert County Homeless Services Board meeting. The Calvert County Homeless Service Board is made up of local homeless service and prevention agencies. Groups range from faith-based groups, shelters, libraries, community members, and more. At this meeting, Jacquelyn received support from the local Homeless Services Board to apply for funds for this project. The group was interested in the success of this project and is looking forward to expanded services. The consensus was: we can't get these resources in place fast enough. Questions revolved around how quickly we can open the facility and start serving persons experiencing homelessness in Prince Frederick.

Aside from the Local Homeless Service Board, there is support for this project from many local groups, including:

- Calvert County Board of Commissioners
- Calvert County Sheriff's Office
- Calvert County Department of Social Services
- Calvert County Department of Public Safety
- Calvert County Health Department
- Calvert County Local Behavioral Health Authority
- Calvert Alliance Against Substance Abuse
- Calvert Family Advocates
- Calvert County Library
- LifeStyles of Maryland, Inc.
- On Our Own of Maryland
- Safe Nights
- Safe Harbor
- ...and more

Local support for this project has not waived since the FY23 application. The public, especially groups providing homelessness services, are anxious for this facility to be renovated and open fully. While the day programming services are provided at On Our Own's location in the Industrial Park, re-locating the services to 85 Main Street will bring services to where clients are – reducing a transportation barrier for services. Additionally, the community is looking forward to expanded inclement weather emergency shelter beds during time of inclement weather – as that has been a gap in the community—especially with the reduction in Safe Nights' capacity.

PART D

LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:

- 1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should ATTACH a copy of the REFERENCED portion which specifically mentions your project.**
- 2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.**
- 3. Is your project located in a Priority Funding Area? X Yes ☐ No**

ATTACH MAP(S) OF PROJECT AREA

List Census Tract(s) and Block Groups for all projects:

Poverty, unemployment, and lack of affordable housing are commonly recognized causes of homelessness. These risk factors can be exacerbated by personal vulnerabilities such as mental and substance use disorders, trauma and violence, domestic violence, justice-system involvement, sudden serious illness, divorce, death of a partner, and disabilities. The proposed project supports the Calvert County Comprehensive Plan's Mission and Visions by providing for the safety and health of our community. The plan expresses this aspect of the mission through the vision statement that our communities are safe and we care for the well-being of each other. Emergency shelters can and must play an essential role within an effective, housing-focused crisis response system. Housing and shelter programs can help address the root causes of homelessness through a range of essential recovery support services, including mental and substance use disorder treatment, employment, and mainstream benefits.

The project location is in Prince Frederick, Maryland, an MDP Priority Funding Area (PFA). In the published Prince Frederick Town Center Master Plan Draft, Chapter 6 Housing, the chief objective of the Prince Frederick Town Center is to develop a place where residents can be successful at every stage of life. In the 2020 Maryland Housing Needs Assessment & 10-Year Strategic Plan, the census tracts making up the Prince Frederick Town Center are considered category 4, the second highest need category for rental and homeownership issues in Southern Maryland. According to the report, this area is characterized by an older housing stock and the highest renter cost-burden rate (paying more than 50% of their income on housing). These census tract areas have the second-highest shares of renters using vouchers and receiving rental assistance. Still, the high cost-burden rate shows that more assistance and affordable housing options are needed.

Calvert County received a Maryland Sustainable Community designation on 8/21/2013. Sustainable Community Area boundaries must be entirely within a Priority Funding Area (PFA). They should be an area needing renewal and reinvestment that would benefit from a

targeted long-term strategy. Prince Frederick Town Center, the location of the shelter project, is one of the areas covered by the Sustainable Community designation. A team must renew the designation every five years, and Calvert's designation will sunset on 8/21/2023. In partnership with our municipalities, county staff is drafting the Action Plan for the next five years. County staff has cited limited competitive funding for homeless prevention services and limited placement options for crisis homeless cases (shelter full, limited supportive housing options, case management capacity) as weaknesses to address. The drafted Action Plan's Quality of Life section includes a priority outcome of expanding support for chronic homeless individuals through acquiring and renovating a facility in the Prince Frederick town center to serve as an inclement weather shelter and homeless day service programming space. The proposed project directly accomplishes this strategy item.

Additionally, Calvert County has a 3-Year Strategic Plan to End Homelessness that is based on the regional strategic plan from Southern Maryland Local Homeless Coalition, a member agency of the Maryland Balance of State Continuum of Care. Objective 2.3 of the regional strategic plan highlights the importance of improved access to and quality of emergency shelter options available to those experiencing homelessness.

**PART E
NATIONAL OBJECTIVE:**

1. Using the attached "National Objective" chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

- ☐ **1. Benefit to Low and Moderate Income Persons:**
- ☐ **Area Benefit (LMA)** ☐ % Determined by survey or census (Attach Survey Approval Ltr)
- ☐ **Housing (LMH)** ☐ Single Family ☐ Multi-Family
☐ Financial Assistance
☐ Water and Sewer Connections
- ☐ **Limited Clientele (LMC)** ☒ Presumed
☐ 51% of clientele are persons whose family is LMI
☐ Nature and location conclude area is primarily LMI
☐ Removal of architectural barriers
- ☐ **Jobs (LMJ)** ☐ Job Creation
☐ Job Retention

Total estimated # of beneficiaries 100 (in year 1 of operation)
CDBG \$ per beneficiary \$8,000 (FY23) + \$6,050 (FY24) = \$14,050 for 1 year of operation.
Cost per beneficiary will be significantly reduced in following years, as the costs are for the building and renovation and not for services*

Total estimated # of LMI beneficiaries is 100
CDBG \$ per LMI beneficiaries \$8,000 (FY23) + \$6,050 (FY24) = \$14,050 for 1 year of operation. * See note above.

% of LMI beneficiaries to total 100%

- ☐ **2. Elimination of Slum and Blight:** ☐ Area Basis ☐ Spot Basis

There is no change from the previous application. This project will meet the national objective of serving low/moderate-income persons who are presumed clientele. Persons experiencing homelessness are presumed to be LMI clientele. The clients served by this program may also include battered spouses, elderly persons, severely disabled adults, illiterate adults, and persons living with AIDS. The current clients of On Our Own in Calvert County are homeless and/or experience chronic mental health conditions. The acquisition of 85 Main Street to establish day programming and increased emergency shelter beds will serve the homeless who are presumed LMI. This would increase homelessness and behavioral health services in Calvert County, by providing services to 100 unique individuals each year. Services received could be shelter-only, or a combination of shelter and/or other services such as counseling, mental health support, support groups, housing/homelessness counseling, basic needs (laundry, shower, etc.), employment assistance, meals, and more.

NATIONAL OBJECTIVE CHART

Nat. Objective	Subcategory	Definition	Test	Examples
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	<ul style="list-style-type: none">* Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns* Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD.	<ul style="list-style-type: none">* water and sewer lines* neighborhood facilities* roadway improvements
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	<p>Activity must qualify under one of the following:</p> <ul style="list-style-type: none">* Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or* Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or* Be of such a nature and in such a location that it can be concluded that clients are primarily LMI	<ul style="list-style-type: none">* construction of senior center* services for the homeless* meals on wheels for the elderly* construction of job training facilities for the disabled* construction of Head Start Center
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	<ul style="list-style-type: none">* Structures with one unit must be occupied by LMI persons* If structure contains more than 1 unit, at least 51% must be LMI occupied* 2-unit structures must have at least one unit occupied by a LMI household* Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure	<ul style="list-style-type: none">* rehabilitation of owner-occupied housing* conversion of non-residential structures into permanent housing* infrastructure for new housing
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	<ul style="list-style-type: none">* Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and* Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and* Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation	<ul style="list-style-type: none">* public facilities or improvements* elimination of safety hazards
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	<ul style="list-style-type: none">* Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective* Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety <p>NOTE: Must demonstrate code enforcement actions taken by the local government</p>	<ul style="list-style-type: none">* elimination of damaged retaining wall creating danger for pedestrians* demolition of vacant, deteriorating building
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	<ul style="list-style-type: none">* At least 51% of jobs must be taken by LMI persons* At least 51% of jobs must be retained by LMI persons* Permanent, full-time jobs only* LMI status is determined by income of the family	<ul style="list-style-type: none">* acquisition of land to construct a distribution center* extension of water and sewer service to land to be developed for a business(s)* acquisition of equipment

**Low/Moderate Income Benefit
Worksheet B
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated** Total Beneficiaries 100 (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries 100 (*Count by Persons*)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:

- ☐ Abused Children
- ☐ Battered Spouses
- ☐ Migrant Farm Workers
- ☒ Homeless Persons

- ☐ Elderly Persons
- ☐ Illiterate Adults
- ☐ Severely Disabled Adults
- ☐ Person Living with AIDS

4. If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:

This program is of such a nature and a location that it can be concluded that the income of the persons benefitting are primarily low and moderate-income because this program is providing homelessness services and emergency shelter beds to the chronically homeless and those experiencing serious mental health conditions. Persons served by this program would be unhoused and presumed to be LMI based on their homelessness status. This program will serve homeless persons, but also may serve those who are elderly, those who are experiencing mental health conditions, in addiction recovery programs, illiterate, severely disabled, persons living with AIDS, and battered spouses. An estimated 100 persons will be served within the first-year of the program's operation. An additional 50-100 persons will be served each year after. The goal of this program is to continue to serve persons experiencing homelessness and housing instability in Calvert County on an ongoing basis. All 100 clients may not be served by a single program. Clients will be served based on their needs which could range from physical emergency shelter to referral and case management. This is not changed from the previous application.

5. If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities: N/A

Describe the proposed accomplishments of the project:

The proposed accomplishments of this project would be to serve the underserved individuals experiencing chronic mental health conditions and homelessness in Calvert County. This has been updated to include accomplishments from last funding-cycle. From June 2021-April 2023, 428 visits were made for mental health, homelessness, housing, employment, and support group services to On Our Own. This project would allow those

visits to continue for at least 100 clients. Clients would be served through emergency shelter during inclement weather and public emergency events—which is a current unmet need in the community—and provide much needed support and counseling to the most vulnerable in the community.

The main goals/accomplishments of this project are:

- Acquire 85 Main Street to serve as a new homeless services center - COMPLETE
- Complete engineering design work (required to move forward)
- Renovate the lower floor of 85 Main Street
- Provide day services (downstairs programming) to at least 100 clients, totaling 400 visits, in the new center. Visits are for services such as:
 - o Wellness and Recovery Programming
 - o Mental Health Programming
 - o Employment Services
 - o Homelessness Services
 - o Support Groups
 - o Social Activities
 - o Housing Assistance
 - o Hot Meals and Personal Care Items (Food, laundry, bathing, clothing, etc.)
- Renovate the main level of 85 Main Street to meet ADA and shelter requirements.
- Provide emergency shelter beds to homeless during inclement weather and public emergency events (upstairs programming). These individuals are captured in the total below but will likely be less than 10 clients per inclement weather event.
**Note some clients served by day services may also receive physical shelter.
- Serve the previously underserved homeless

PART F

SOURCES AND USES OF FUNDS: List each specific project activity separately (*please break down the costs as far as possible*). Type in the actual sources of other funding. Indicate whether funds are “L” for loan or “G” for grant. **INDICATE STATUS OF FUNDS** using “P” for pending, “C” for committed, “R” for received, “N” for no action. Attach commitment letters and cost estimates directly behind this page of the application. For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

THE APPLICANT IS THE JURISDICTION. ALL PROJECTS MUST INCLUDE ADMINISTRATIVE COSTS FOR THE APPLICANT.

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG	Applicant: Calvert County Government	Sub-recipient: On Our Own of Calvert County	Sub-recipient: LifeStyles of Maryland, Inc	Community and Grants		
Acquisition from FY23	\$625,250	\$30,450					R
Renovation Phase I Funds from FY23 (Main Level + Partial Sprinkler Cost)	\$174,750						R
Design/Engineering	\$116,386.49						P
Renovation Phase II Funds	\$425,00						P
Sprinklers (unfunded by Phase I Funds)	\$2,932.46						
Other: Supplies, Other Requests, Etc.		\$132,583* Pending Budget Approval					P
Contingency	\$60,268.25						
Emergency Shelter Operations (Annual)			\$233,633				P/G
Day Programming Operations (Annual)							R/G
Operational Costs							
Project Admin. (Cash)							
Project Admin. (In-Kind)		\$56,140.44					
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$1,405,000	\$	\$	\$	\$	\$	\$

PART G

STAFFING AND PROJECT MANAGEMENT: This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person for the *jurisdiction* who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

Jennifer Moreland, Director, Department of Community Resources, Calvert County Government (CCG), administered MD-17-CD-14, which in 2018 built 67 units of affordable housing in Lusby, Maryland for senior citizens. She has broad experience in grants administration with the County and as the former Director of Community Impact at the United Way of Calvert County. Jennifer administered MD-20-CD-21 with End Hunger in Calvert County for the initial program application for the End Hunger Warehouse, and supported the amendment for continued funding. She is administering CV-1-2 and CV-2-5 through CDBG CARES funding to support COVID-19 responses. Throughout the COVID-19 pandemic, Jennifer implemented many programs and administered Coronavirus Relief Fund, CARES, ARPA, and other grants to meet the needs of Calvert County's citizens.

2. Identify others who will assist in the administration of this CDBG project.

Jacquelyn Culver, Special Projects Manager, Calvert County Government (CCG)

Kieko Nash, Federal Grants Coordinator, CCG

Danielle Russell, Grants Program Management Program Specialist, CCG

Lorraine Joyner, Executive Administrative Assistant, CCG

Mary Layman, Grants Coordinator, CCG

Stephen Jones, Capital Projects Coordinator, CCG

Charlotte DeStephano, Procurement Specialist, CCG

Tom Jones, Deputy Director of General Services, CCG

Robert Atkins, Building Maintenance Supervisor, CCG

Teddy Wilkins, Master Electrician, CCG

Wes Phoiebus, Lock Smith, CCG

Doug Wiltrout, HVAC Master Mechanic, CCG

Brian Higgs, HVAC Master Mechanic, CCG

Gary Heiss, HVAC Technician, CCG

Tim Shorter, Maintenance Mechanic, CCG

Phillip Freeland, Maintenance Mechanic, CCG

Casey Dillard, Maintenance Mechanic, CCG

Joe Denton, Grounds Supervisor, CCG

Been Wood, Lead Grounds Worker, CCG

Roger Buck, B&G Worker I, CCG

Francis Harrod, B&G Worker I, CCG

John Nice, B&G Worker I, CCG

Marie Parker, Custodial Supervisor, CCG

Gerald O'Neil, B&G Worker I, CCG

Desere' Marshal, B&G Worker I, CCG

Sara Roe, Pest Management Specialist, CCG

Danielle Johnson, Director, On Our Own of Calvert County

Sandy Washington, Executive Director, LifeStyles of Maryland, Inc.

Corae Young, Chief Program Officer, LifeStyles of Maryland, Inc

3. Amount of funds requested for Project Administration, if any: N/A

4. If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
N/A - In-kind			
5. If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.			
Expenses		Estimated Costs	
N/A			

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PART H

PROJECT SCHEDULE: Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.

EXAMPLE: For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	July 22, 2022	
Environmental Review	July 23	October 5
Preliminary Engineering	Completed	
Site Acquisition	October	November
Bidding & Selection Engineering	December	January 2023
Meeting 180 Day Expenditure Requirement	January 18, 2023	January 18, 2023
Engineering	February	June
Bidding & Selection Construction	June	August
Construction	September	July 31, 2024

NOTE: An Environmental Review is the first step for every funded grant after award date

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD	Est. July 2023		Applicant
ENVIRONMENTAL REVIEW	Upon award	Within timeframe allowed	Applicant
REQUEST RELEASE OF FUNDS	Upon completion of ERR	Within timeframe allowed (Est. August 2023)	Applicant
DESIGN/ENGINEERING	Upon release of funds	February 2024 (Est. 6 months)	Applicant
LOWER-LEVEL CONSTRUCTION (day programming)	February 2024	February 2025 (10-12 months)	Applicant
OPEN DAY-PROGRAMMING	Once construction complete (Est. Feb 2025)		Applicant
MAIN-LEVEL CONSTRUCTION (shelter)	February 2025	June 2025 (3 months)	Applicant
OPEN EMERGENCY SHELTER (as needed)	Once construction complete (Est. June 2025)		Applicant/Sub-Recipient

* Timeline assumes July start date

PART I

DAVIS BACON/BUILD AMERICA BUY AMERICA:

1. Do Davis-Bacon wage rates apply to the project? ☒ Yes ☐ No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? ☒ Yes ☐ No
3. Will your project use iron and steel products? ☐ Yes ☒ No

1. Discuss Davis-Bacon rates and their impact on the project.

It is understood that Davis-Bacon wage rates will apply to this project. Calvert County will apply Davis-Bacon contractor wage rates as established by the Maryland Division of Labor and Industry/Prevailing Wage Unit of the Department of Labor, Licensing and Regulation. Weekly/numbered Certified Payrolls will be collected and sent to the Department of Community Resources for review. Cost estimates for Phase II include Davis-Bacon wage rates. Calvert County will work with DHCD to determine the wage decision and verify payrolls.

2. Explain how you calculated the rates into your cost estimates.

Current Phase II estimates include Davis-Bacon rates. Calvert County Government will work with DHCD's Labor Specialist to determine the appropriate wage rates for each project to ensure contractors/employees and sub-contractors are compensated in full compliance with the Davis-Bacon Act. Calvert Count Government will follow CDBG procurement guidelines and comply with prevailing labor requirements.

3. Explain how you factored in Build America Buy America requirements for iron and steel, if applicable.

N/A

PART K

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? ☒ Yes ☐ No

2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? ☒ Yes ☐ No
If yes, please explain:

In the past 3 years there have been 3 complaints of discrimination in employment filed against the jurisdiction by employees regarding employment. Details can be found below:

1. 10/25/2021 – Alleged Discrimination – Pending
2. 10/17/2022 – Alleged Discrimination – Dismissed, redirected to correct employer
3. 4/28/2023 – Alleged Retaliation - Pending

3. Has the jurisdiction adopted a fair housing ordinance? ☒ Yes ☐ No

4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? ☒ Yes ☐ No If yes, please describe:

The Calvert County Government uses TDR waivers and impact fee waivers on 50% of AMI for fair housing projects. The Calvert County Fair Housing and Equal Opportunity Plan was renewed on October 22, 2022. April 2023 was recognized as Fair Housing Month in Calvert County by the Board of County Commissioners.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

There are fair housing advocates and agencies that work in Calvert County. The Housing Authority of Calvert County operates within the county and has presented no complaints regarding fair housing to the County Government. Additionally, no formal grievances have been filed with the County Government related to fair housing

6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

Most buildings owned and occupied by Calvert County Government follow the ADA standards set the year they were built. We currently have funding in place to go through all buildings and complete an ADA Self-Assessment and Transition Plan to bring all buildings up to current ADA regulations and standards. Ongoing funding of \$50,000 a year is in place to bring buildings up to code and compliance. In 2020, Calvert County Government submitted ADA assessment documents to DHCD for CDBG CV1-2 funding. Those documents are still considered an accurate representation of the County's buildings. As self-assessments are completed, repairs are made to bring facilities into ADA compliance. The County is finalizing the procurement process for a third-party consultant to complete our ADA Self-Assessment and Transition plan.

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PART L

ENVIRONMENTAL IMPACT: Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.

1. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? ☐ Yes ☒ No
2. Will your project involve or impact an archaeological site? ☐ Yes ☒ No
3. Will your project impact any wildlife that is threatened or endangered? ☐ Yes ☒ No
4. Will your project involve the abatement or removal of asbestos from a building?
☐ Yes ☒ No (not suspected at this time, if found asbestos will be handled appropriately)
5. Will your project involve the abatement or removal of lead-based paint from a building?
☐ Yes ☒ No (not suspected at this time, if found lead-based paint will be handled appropriately)

6. Is your project new construction? ☐ Yes ☒ No

If you answered YES, is the proposed project located in any of the following: No.

- ☐ Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- ☐ 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- ☐ Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- ☐ Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- ☐ 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- ☐ Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:

85 Main Street, Prince Frederick, MD 20678 has been acquired by the County. The property is zoned for business and residential use and has had a business use in the past. No individuals were relocated as part of the acquisition of the property. The Calvert County Planning Commission reviewed the proposed use of the location on May 18, 2022. The acquisition of this building would have no environmental impact. The building is not historical and will not be demolished as part of this project. The goal is to repurpose 85 Main Street to meet the needs of the community. Calvert County Government's Buildings and Grounds staff will ensure that all regulations and building codes are followed as renovation occurs. Phase 1 included an Environmental Review Record (CDBG) and there were no significant findings.

PART M

PROCUREMENT: All procurement must comply with the requirements and processes identified in the CDBG Financial and Procurement Manual.

REMINDER – For existing contractual agreements with an engineering firm, the applicant must be able to demonstrate that they hired the specific firm through a competitive process AND that the contract was for no more than a three year period with an option to extend twice for one year periods for a total of five years. Additionally, the contract must have identified all potential projects to be undertaken during the three to five year period including the one included in this application.

1. Will your project use CDBG funds for professional services? ☒ Yes ☐ No

If yes, is it for new services? ☐ Yes ☒ No

If yes, will services be under a new contract? ☐ Yes ☒ No

If no, please explain:

If allowable, Calvert County would like to use an existing contract for engineering and design. Currently we have three (3) different engineering contract vehicles that could be used. We have four (4) firms for On Call Architectural and Engineering Services. These contracts are one-year contracts with the option to renew for four additional one-year terms. The contract start date was May 4, 2021 and the base year ran through May 3, 2022. Currently, this contract is in the first option year which will end on May 3, 2023 with the second option year will run May 4, 2023 through May 3, 2024. If this is not allowable, Calvert County will obey the procurement procedures set forth by DHCD. We are prepared to bid this task, if required.

2. Will your project use CDBG funds for construction? ☒ Yes ☐ No

If yes, will construction be under a new contract(s)? ☐ Yes ☒ No

If no, is it for a change order? ☐ Yes ☐ No If the answer is yes, please contact CDBG staff to discuss further.

If allowable, Calvert County would prefer to go through our standard procurement process for construction, which meets the guidelines set forth above. If this is not allowable, Calvert County will obey the procurement procedures set forth by DHCD. We are prepared to bid this task, if required.

CDBG – Community Development and Special Projects
Application Checklist

Attachment	Required Submission	Included ?
Anti-Displacement Plan	Only if new plan	
Citizen Participation Plan	Only if new plan	
Copy of Applicant's audit	Only if new applicant	
Clearinghouse Submission Evidence	Yes	
Copy - Commitment letters from other funding sources	Yes	
Copy - Rejection letters from other funding sources	Yes	
Copy – Relevant sections of plans as required for Part D	Yes	
Copy - Survey Approval Letter	If applicable	
Cost Estimates	Yes	
Debarment Check	Only if issues	
Form - Status of RLF Program and/or Program Income accounts.	If applicable	
Information on Previous Awards – Exhibit L	If applicable	
Limited English Proficiency Determination – Exhibit K	Yes	
Local Resolution	Yes	
Map	Yes	
Map of the area showing areas of minority concentration, LMI concentration and other assisted housing in the area	Only if application for new housing	
National Objective Worksheet(s)	Yes	
Photographs and CD/File of Photographs	Yes	
Program Income Re-Use Plan	If applicable	
Public Hearing Minutes	Yes	
Public Hearing Notice	Yes	
Rental Housing Loan Terms and Requirements	Only if application for rental housing	
Statement of Assurances and Certifications	Yes	
CBDO/CHDO Certification	If applicable	
Subrecipient 501(c)3 documentation, mission and bylaws	If applicable	
Support Letters	Yes	
Original Application and 3 copies for CD/2 copies for Special	Yes	

•Exhibit K•

LIMITED ENGLISH PROFICIENCY DETERMINATION

Using a HUD mapping tool, determine if information related to your application and your outreach require for documents and other outreach information to be translated into other language.

To access the AFFH Data and Mapping Tool:

1. Go to <https://egis.hud.gov/affht/>
2. Step 1 – select State/Insular Area
3. Step 2 – select Maryland
4. Step 3 is pre-populated with Maryland
5. Step 4 is pre-populated with AFFHT0006
6. Step 5 – select Map 4 LEP
7. Select LOAD AFFH MAP
8. Select your county

When you click on your county, a box will appear providing you with the 5 most populous language spoken in your county.

HUD's guidance is as follows, however, if an applicant is specifically targeting activities which include a large number of non-english speaking persons, then action should be taken:

- If number is 1,000 or more, *vital* documents must be translated.
- If number equals more than 5% of population AND more than 50 in number, *vital** documents must be translated.
- If number equals more than 5% of population AND is 50 or less in number, translate written notice of person's right to receive oral interpretation of documents.
- If number is 5% or less of population AND less than 1,000 in number, no written translation is required.

Identify the most populous non-english language spoken in your county: Spanish

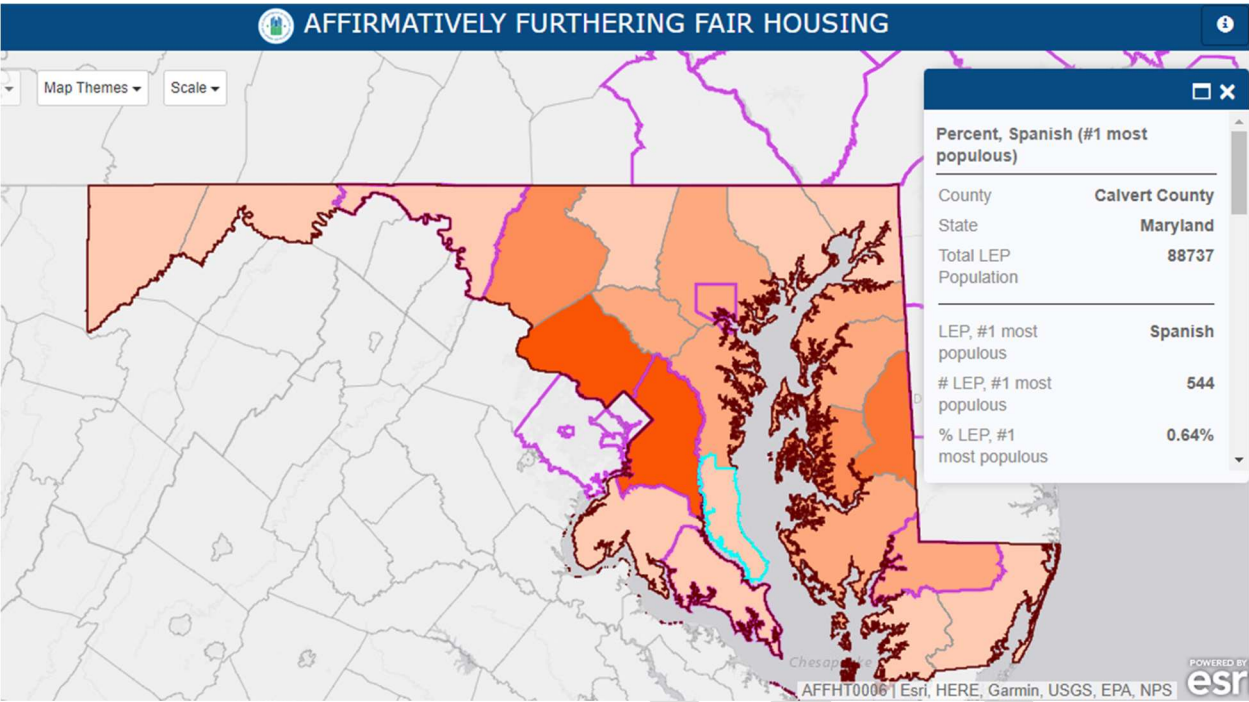
<u>544</u>	<u>Number of Persons</u>	<u>0.64</u>	<u>% of population</u>
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Identify any actions taken by jurisdiction: No actions required.

Date: 4/17/23

Repeat on separate paper if there is more than one language that triggers action.

**Vital documents* are those that contain information critical for obtaining federal services and/or assistance or are required by law. Examples: notices, applications, notices of rights, notices of availability or eligibility, needs assessments, etc.



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